



BOARD OF STATE AND COMMUNITY CORRECTIONS
C/O
CALIFORNIA STATE CONTROLLER'S OFFICE
Departmental Promotional Examination
RESEARCH ANALYST II (GENERAL) (6CO16)
MONTHLY SALARY RANGE
A \$4,829.00-\$6,048.00

***Note:** The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect all of the pay raises granted recently. You should verify the salary levels with the department personnel office before making any commitments.*

Bulletin Release Date	10/27/2016
Final Filing Date	11/7/2016
Who May Apply	This is a Departmental Promotional examination for the Board of State and Community Corrections. Applicants must:

- 1) Be a permanent civil service appointment with the Board of State and Community Corrections as of the final filing date in order to participate in the examination; or
- 2) Have been employed with the Board of State and Community Corrections within the last three years, without a break in State civil service; or
- 3) Be a current or former employee of the Legislature for two or more years as defined in Government Code §18990; or
- 4) Be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code §18992; or
- 5) Be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code §18991. Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).

Filing Instructions	Applications (STD 678) must be <i>postmarked or received no later than the final filing date</i> . Applications postmarked, received via inter-office mail, or personally delivered after the final filing date will not be accepted. Faxed or emailed applications will not be accepted. <i>The examination title must be indicated on the application.</i>
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***File by Mail:**
Board of State and Community Corrections
c/o
State Controller's Office
HR – Examination Unit
P.O. Box 942850-5877
Sacramento, CA 94250-5877
Attn: Arlene Mendez

***File in Person:**
Board of State and Community Corrections
c/o
State Controller's Office
HR – Examination Unit
300 Capitol Mall, Suite 300
Sacramento, CA 95814
Attn: Arlene Mendez

**Candidates are responsible for obtaining proof of mailing or submission of their application to the Examination Unit.*

Special Testing Arrangements

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination Application form STD678. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice Line at 1-800-735-2922.

Identification for Examination

Accepted candidates are required to bring their Notice to Appear *and* either a photo identification card or two forms of signed identification to each phase of the examination.

Requirements for Admittance into the Examination

All applicants must meet the education and/or experience requirements for this examination by the final filing date advertised in this bulletin. Your signature on the application indicates that you read, understand, and possess the minimum qualifications required and that the information provided is true and complete to the best of your knowledge.

All applications must include: “to” and “from” dates (month/day/year), time base, civil service or private sector titles, the duties performed, and an original signature. Applications received without this information will be rejected.

Note: Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either I,” “or II,” “or III,” etc. For example: Candidates, who possess qualifying experience amounting to 50% of the required time of Pattern I *and* additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

Minimum Qualifications

Either I

Experience: At least one year of pertinent research experience appropriate to the parenthetical specialty performing the duties of a class with a level of responsibility equivalent to Research Analyst I, Range C. (Applicants who have completed six months of service performing the duties as specified above will be admitted to the examination but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)

Or II

Experience: Three years of progressively responsible technical experience in a research program appropriate to the parenthetical specialty including two years above the trainee level engaged in the collection, compilation, analysis and interpretation of data. (Experience in the California state service applied toward this pattern must include at least one year of research experience appropriate to the parenthetical specialty performing the duties of a class with a level of responsibility equivalent to Research Analyst I, Range C.) (A Master's Degree in Economics, Psychology, Sociology, Demography, Geography, or a related research-oriented field may be substituted for one year of the required experience. A doctoral degree in the same areas may be substituted for two years of the required experience.) **and**

Education: Equivalent to graduation from college with any major but with extensive course work in an area appropriate to the parenthetical specialty, such as economics, psychology, sociology, demography, geography, anthropology, statistics, or a related research-oriented field.

This must include or be supplemented by at least one course in statistical methods.

Click on the link below to review the CA State Personnel Board class specification that contains the requirements for admittance to the exam:

<https://hrnet.calhr.ca.gov/CalHRNet/SpecCrossReference.aspx?ClassID=5731>

Examination Information

It is anticipated that the Supplemental Application Questionnaire will be mailed in November/December of 2016.

This examination will consist of a Supplemental Application Questionnaire weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

Note: If conditions warrant, this examination may utilize an evaluation of each candidate’s experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his/her application. List all experience relevant to the “Minimum Qualifications” shown on this bulletin, even if that experience

	<p>goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the “Minimum Qualifications” carefully to see what kind of information will be useful to the staff doing the evaluation.</p>
Eligible List Information	<p>A Departmental Promotional eligible list will be established for the Board of State and Community Corrections in Sacramento County. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p>
Position Statement	<p>Incumbents in this parenthetical are distinguished from other Research Analysts by being required to perform any combination of the general research and statistical duties listed in the Definition of Series. The depth of knowledge required in any one discipline are not as pronounced as found in other areas. This parenthetical is most appropriate for those settings requiring a broad understanding of basic research and statistical methods and ability to synthesize data from a variety of disciplines. The general classes require an overall comprehension of research methodology and statistical procedures.</p> <p>This is the full journey level class. Under general direction, employees at this level perform a variety of tasks including the more independent, responsible, varied and complex technical research and statistical work in a variety of fields; they may provide consultative advice to various governmental entities and agencies, and may act as a leadperson. Work at this level is often characterized by independent development and employment of research methodology and techniques; and the designing and implementation of research projects. Usually involves investigation into areas where precedents are lacking or where only a sparse body of knowledge or experience in the area exist.</p> <p>Incumbents often have lead responsibilities, work on multidisciplinary teams or have primary responsibility for a major project or activity.</p>
Knowledge, Skills, and Abilities	<p>Knowledge of:</p> <ol style="list-style-type: none"> 1. General knowledge of research methods and techniques to plan and conduct studies and investigations. 2. Knowledge of planning studies and investigations to research and gather information and data. 3. Knowledge of statistical procedures to research and gather information and data. 4. Knowledge of the general principles used in research to conduct studies and investigations. 5. Knowledge of the general concepts used in research to conduct studies and investigations. 6. Knowledge of the general terminology used in research to conduct studies and investigations. 7. Knowledge of designing research-related projects to develop new statistical studies. 8. Knowledge of implementing research-related projects to maintain existing projects and develop new projects when directed. 9. Knowledge of departmental policies and procedures to support the BSCC’s mission. 10. Comprehensive knowledge of the BSCC’s statistical surveys in order to produce data reports as requested by management, public requests, the Legislature, and the Governor’s Office. 11. Comprehensive knowledge of computer software (i.e., Microsoft products, internet searches) products to accomplish the goals and mission of the BSCC. 12. Comprehensive knowledge of current trends and issues in community corrections in order to produce analysis, data reports, and statistical studies in accordance with the BSCC’s mission. <p>Ability to:</p> <ol style="list-style-type: none"> 1. Ability to gather and compile data to produce reports as required by the BSCC and other internal and external stakeholders. 2. Ability to analyze data to produce reports as required by the BSCC and other internal and external stakeholders. 3. Ability to interpret data to produce reports as required by the BSCC and other internal and external stakeholders. 4. Ability to prepare research reports to inform the BSCC and other internal and external stakeholders of trends in community corrections. 5. Ability to prepare statistical reports to inform the BSCC and other internal and external stakeholders of trends in community corrections. 6. Ability to analyze written data regarding general governmental problems to inform the BSCC and other internal and external stakeholders of trends in community corrections. 7. Ability to analyze numerical data regarding general governmental problems to inform the BSCC and other internal and external stakeholders of trends in community corrections. 8. Ability to communicate effectively to provide information to and collaborate with internal and external partners (staff, other government agencies, and community participants). 9. Ability to reason logically to resolve or provide information regarding complex governmental and managerial problems to support the BSCC’s programs. 10. Ability to use a variety of analytical techniques to resolve or provide information regarding complex governmental and managerial problems.

	<ol style="list-style-type: none"> 11. Ability to reason creatively to resolve or provide information regarding complex governmental and managerial problems. 12. Ability to develop alternatives to ensure the efficiency and effectiveness of the BSCC's programs. 13. Ability to evaluate alternatives to ensure the efficiency and effectiveness of the BSCC's programs. 14. Ability to consult with internal and external stakeholders on a wide variety of subject-matter areas to share and maintain the BSCC's knowledge of current issues in community corrections. 15. Ability to advise internal and external stakeholders on a wide variety of subject-matter areas to ensure the efficiency and effectiveness of the BSCC and its grant related programs. 16. Ability to gain the confidence and cooperation of others to support the BSCC's mission. 17. Ability to maintain the confidence and cooperation of others to support the BSCC's mission. 18. Ability to support the department's Equal Employment Opportunity (EEO) program to promote a discrimination and harassment-free work environment. 19. Ability to recommend alternatives and other courses of action to ensure efficiency and effectiveness and assist in the resolution of issues. 20. Ability to identify improvements which depart from traditional and existing patterns to encourage innovation, and efficiency in BSCC programs. 21. Ability to develop new solutions which depart from traditional and existing patterns to provide the best possible solution in support of the BSCC's mission.
Special Personal Characteristics	<ol style="list-style-type: none"> 1. Ability to assume increased responsibility to support BSCC's mission. 2. Ability to assume increased flexibility to support BSCC's mission. 3. Ability to work effectively with others to maintain and encourage collaboration with internal and external stakeholders.
Additional Desirable Qualifications	None
Special Requirements	None
Veterans' Preference	Veterans' Preference credits will not be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference credit.
Career Credits	Career Credits will not be added to the final score of this examination.
Contact Information	For more information regarding this examination, please contact the Examination Analyst Arlene Mendez at 916-322-7646.
General Information	For an examination <i>without</i> an advertised examination date , it is the candidate's responsibility to contact the State Controller's Office Examination Unit, (916-324-0811), three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of examination fails to reach him/her 3 days prior to their scheduled examination date due to verified postal error, the candidate will be rescheduled upon written request.

Examination Locations: Examinations will be administered in locations deemed appropriate for the examination type and in accordance with the candidate pool and departmental resources. Examinations may not be administered in all areas. Candidates may be asked to travel to the nearest examination location at their own expense.

Applications are available at <https://jobs.ca.gov/Public/StateForms.aspx>, CA Department of Human Resources (CalHR) offices, local offices of the Employment Development Department (EDD), and the State Controller's Office.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in this examination will be compared with the performance of the others who take this examination, and all candidates who pass will be ranked according to their scores.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) Sub-Divisional Promotional, 2) Departmental Promotional, 3) Multi-Departmental Promotional, 4) Servicewide Promotional, 5) Departmental Open, and 6) Open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire 12 months after established unless the needs of service and conditions of the list warrant a change in this period.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be

required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Promotional Examination Only: Competition is limited to employees who have a permanent civil service appointment and military veterans who meet all the minimum qualifications. Under certain circumstances other employees may be allowed to compete under provision of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, at State Personnel Board office, or <http://www.jobs.ca.gov>.

The Board of State and Community Corrections c/o the State Controller's Office reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

TDD is Telecommunication Device for the Deaf and is reachable only from phones equipped with a TDD Device

California Relay Telephone Service for the deaf or hearing impaired

From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922

Upon request, this document can be produced in Braille or large print.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.